

DEPARTMENT OF TRANSPORTATION STATE OF GEORGIA

INTERDEPARTMENT CORRESPONDENCE

OFFICE Program Delivery

DATE May 4, 2016

FROM Albert V. Shelby, III, State Program Delivery Engineer

TO Program Delivery/Consultant Relations Committee

SUBJECT Supplemental Agreement Request Process for Contracts owned by the Office of Program Delivery

As part of our ongoing effort to improve contracting and procurement efforts with the Department, we are pleased to offer the attached Supplemental Agreement Request Process developed in conjunction with the GDOT Office of Program Delivery, GDOT Transportation Services Procurement, and the Consultant Relations Committee Procurement Subcommittee. The process includes a flowchart which outlines the roles, responsibilities, and authorities of the consultant, GDOT procurement and GDOT's project manager.

Please adhere to this process for future Supplemental Agreement Requests to the Department. If you have any questions or require additional information, please don't hesitate to contact me directly at 404-631-1758.

Attachments

Supplement Agreement Request Process:

1. Consultant PM or GDOT PM identifies need for Supplemental Agreement (SA).
2. Consultant PM submits "Request for Supplemental Agreement" in writing to the Office Head of Program Delivery, including a detailed justification for the supplement, description of impacts to schedule, and an estimate of additional fee needed to complete the work. All correspondence should be copied to the GDOT PM and Assistant Office Head of Program Delivery (AOH). GDOT PM makes a recommendation to Office Head of Program Delivery (OH) to Approve, Deny, or request for Additional Justification for the SA.
3. OH prepares a response in writing to consultant in the form of an Approval, Denial, or request for Additional Justification. Denial letters should include reason for Denial. Request for Additional Justification should include a list of items needed for Approval.
4. If Approved, proceed to Step 7.
5. If Additional Justification is requested, consultant should resubmit the request in Step 2, modified to include the additional justification.
6. If denied, consultant may accept the decision or appeal by requesting a meeting with Office of Program Delivery management. If resolution is still not reached, consultant may appeal to Director of P3/Program Delivery.
7. Consultant PM provides a detailed scope description to GDOT PM. Consultant may request a meeting with the GDOT PM and SMEs to review the scope of work and anticipated task list.
8. GDOT PM initiates the 1625 to secure funding if required, identifies GDOT SMEs needed to develop independent hours estimates for SA related work, and requests GDOT Procurement to initiate process to obtain consultant's fee for SA work.
9. GDOT Procurement submits a request to Consultant PM to approve the scope of work and submit a Task List using the approved Cost Proposal Spreadsheet.
10. Consultant PM submits Task List spreadsheet to GDOT Procurement and proceeds with hours estimate and development of Cost Proposal.
11. GDOT PM requests Independent Hours Estimate from SMEs. Procurement submits request for Cost Proposal to Consultant PM.
12. GDOT PM compiles, reviews, and submits Independent Hours Estimates from GDOT SMEs to GDOT procurement for use in Negotiation. Consultant PM submits Cost Proposal, with all associated back-up, to GDOT Procurement.
13. GDOT Negotiator compares SME Independent Hours Estimates and Consultant Cost Proposal hours, evaluates in accordance with GDOT Procurement policies, and provides a summary recommendation to the GDOT PM.
14. GDOT PM prepares a response to Consultant in the form of an Approval, recommendations for hours adjustments, or documentation showing the percent difference (+ve or -ve) of the Consultants hours to the SME Independent Hours Estimate by task. Procurement submits response for approval or changes to hours estimate to Consultant PM.
15. Consultant PM reviews the GDOT PM response and either revises the hours estimate or requests a meeting with the GDOT PM and/or GDOT SMEs to discuss interpretation of the scope and hours discrepancies. The results of this meeting should be documented by the GDOT PM. If an agreement cannot be reached, the Consultant PM can escalate the disagreement to either the AOH or the Office Head of Program Delivery. If the Consultant cannot come to an agreed upon estimate of hours/costs, the GDOT PM will need to secure the SA services within the Department or through a Department On-Call Contract.
16. Procurement submits agreed to SA for Consultant signature and obtains internal approvals and signatures.
17. Procurement issues NTP.

Supplement Agreement Request Process

CRC Procurement Subcommittee, SA Task Force

